AFRS

Agency Financial Reporting System

EXCEPTION CODE TABLE

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Exception Code Table

WHAT IS IT?

The Exception Code Table was created to allow payments for one-time, non-reportable payments and replace the pseudo number of V0DO and V0D1 (stopped using on 7.1.14). The Statewide Accounting division of the Office of Financial Management is responsible for maintaining the Exception Code Table.

- The Exception Code field is a two character, numeric field.

- Agencies can view the codes on a new screen within the Tables (TM).

    - TM1.4–Payment Exception Code Table.

Exception Code	Reason	Description
01	Revenue Reissues/Refunds	Payments for non-expenditure related refunds.
02	Emergency Payroll and Related 3rd Party Payments	Payments made outside of HRMS such as reissue, emergency, military, and 3rd party payments.
03	Non-employee Reimbursements	Non-employee travel, supplies, or training reimbursement.
04	One-time Direct Grant Payments to Individuals	One-time direct grant payments such as to natural disaster victims.
05	Other Payees with No Taxpayer ID	Other payees with no Taxpayer Identification Number (TIN), not covered by 01-04.
06	Reissue Federally-funded Payroll SOL (DSHS)	Reissue federally-funded payroll SOL warrant cancelations by DSHS.

GETTING STARTED

```
=== AFRS =(TM.1)================ ONLINE TABLES =================== C105P051 ===
  TR: _____




                    1 -- DESCRIPTOR MAINTENANCE

                    2 -- TRANSACTION CODE DECISION MAINTENANCE

                    3 -- PAYMENT CARD

                    4 -- PAYMENT EXCEPTION CODE TABLE




                        SELECT FUNCTION: _


                  F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

1. Enter **4** in the **Select Function** field and press Enter. This will bring up the Payment Exception
    Code Table.

```
=== AFRS =(TM.1.4)====== PAYMENT EXCEPTION CODE TABLE ============ C105P215 ===
 TR: _____                                                           1790

        FUNCTION: _ (V=VIEW, N=NEXT, B=BACK)

  EXCEPTION CODE: __   BIENNIUM: 15

            TITLE: _____
      DESCRIPTION: _____

   TIN REQUIRED: _  RATE TYPE: __   1099 MISC REPORTABLE: _

                    EXCEPTION CODE CRITERIA

 GENERAL LEDGER: _
     SUB OBJECT: _
 ACCOUNT (FUND): _
         AGENCY: _

      INACTIVE: _ (Y/N)                        DATE: _____
                                                     MMDDCCYY

                  F3=RETURN, F12=MESSAGE, CLEAR=EXIT
```

2. Enter **N** in the **Function** field and press Enter. This will bring up the first exception code.

EXCEPTION CODE FIELD DETAILS

```
=== AFRS =(TM.1.4)====== PAYMENT EXCEPTION CODE TABLE ============ C105P215 ===
TR: _____                                                                1790

        FUNCTION: N (V=VIEW, N=NEXT, B=BACK)

 EXCEPTION CODE: 01  BIENNIUM: 15

          TITLE: REFUNDS/REISSUES_____
    DESCRIPTION: NON-EXPENDITURE_RELATED_REFUNDS_____

   TIN REQUIRED: O  RATE TYPE: 01  1099 MISC REPORTABLE: N

                    EXCEPTION CODE CRITERIA

 GENERAL LEDGER: Y 32** 1312 1314 1319 1351 1352 5152 5158 (F5 TO VIEW MORE)
     SUB OBJECT: N
ACCOUNT (FUND): N
         AGENCY: N

     INACTIVE: N (Y/N)                        DATE: _____
                                                    MMDDCCYY

                    F3=RETURN, F12=MESSAGE, CLEAR=EXIT
NEXT ROW DISPLAYED
```

Function	Allows the user to **V**iew a specific exception code, see the **N**ext exception code, or go **B**ack to the previous exception code.
Change Exception Code	Two digit, numeric field from 01-99.
Biennium	Current biennium is the default.
Title	Name of Exception Code.
Description	Short explanation of the purpose of the exception code.

TIN Required	There are three potential codes available for this field:
	    Y=TIN required
	    N=TIN not required
	    O=TIN optional

Rate Type	Tells the user the type of tax rate applicable to these payments. **Note:** The functionality associated with this field currently does not exist. Types available:
	    01=0% tax
	    02=28% tax

1099-MISC Reportable	Tells the system when a transaction is or is not 1099-MISC reportable:
	    Y=Transaction will be assigned appropriate IRS Box.
	    N=Transaction will be assigned an IRS Box of 0.

Exception Code Criteria	Allows the exception code to be refined to only allow specific types of transactions by using General Ledger, Sub-Object, Account (Fund), or Agency.
Inactive	OFM Statewide Consultants have the ability to inactivate any of the exception codes by changing the 'N' (no) to a 'Y' (yes). They must then enter a date of when it will be inactive.

THE 'F' KEY

Exception Code Criteria will show a predetermined number of codes. If there are more codes for one of the exception code criteria, an 'F' key will be displayed that is used to see all the associated criteria.

Press the 'F' key and you will be taken to a new screen to see the full listing of either General Ledgers, Sub-Objects, Accounts (Fund), or Agencies.

Available 'F' keys are:

- F5–General Ledgers
- F6–Sub-Objects
- F7–Accounts (Fund)
- F8–Agencies

```
=== AFRS =(TM.1.4)====== PAYMENT EXCEPTION CODE TABLE ============ C105P215 ===
TR: _____                                                               1790

        FUNCTION: N (V=VIEW, N=NEXT, B=BACK)

 EXCEPTION CODE: 01  BIENNIUM: 15

          TITLE: REFUNDS/REISSUES_____
    DESCRIPTION: NON-EXPENDITURE_RELATED_REFUNDS_____

  TIN REQUIRED: O  RATE TYPE: 01  1099 MISC REPORTABLE: N

                 EXCEPTION CODE CRITERIA

 GENERAL LEDGER: Y 32** 1312 1314 1319 1351 1352 5152 5158 (F5 TO VIEW MORE)
     SUB OBJECT: N
 ACCOUNT (FUND): N
         AGENCY: N

     INACTIVE: N (Y/N)                       DATE: _____
                                                   MMDDCCYY

                 F3=RETURN, F12=MESSAGE, CLEAR=EXIT
 NEXT ROW DISPLAYED
```

MAKING PAYMENTS

Payments can be made using the Exception Code through:
- Online Entry

    – IN.1.1 Expanded General Accounting Transaction Input

    – Expanded General Accounting Transaction Input for Error and Browse feature on the IN.3

- Toolbox Entry–Located between Contract and Vendor Number on Toolbox Template

- Batch System Interface–950 Layout-Position 801, 2 bytes, numeric only

AFRS Input Screens

EXCEPTION CODE INPUT SCREEN

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20E ===
   TR: _____
      FUNCTION: R (F=FRESH SCREEN, R=RETAIN DATA, V=VERIFY, X=RESET VENDOR)
      SEQUENCE:        HEADER: 140728 DT 101 0 A 140728   BIEN: 15   FM: 99
      DOC DATE: 121214 CURR DOC: ____ __   REF DOC: ____ __     DUE: 072814
      VENDOR #: _____    SFX: __   EXCPT CODE: _   VENDOR TYPE: _    PT: _
      VEND NAME: _____     TIN: _____
         ADDR1: _____  TAX TYPE: _
         ADDR2: _____  USE TAX: _
         ADDR3: _____      UBI: _____
      CITY/ST/ZIP: _____ __ _____  US/FOR ADDR: _
      ACCOUNT #: _____      VEND MSG: _____
      AGREEMENT ID: _____   ORDER ID: _____  CFDA: _____
      TRANS CODE: ___   MOD: _   REV: _      POSTING FM: 99      AGENCY: _____
      MSTR INDEX: _____      FUND: ___   APPN INDEX: ___   PROG INDEX: _____
      SUB OBJECT: _   SUB-SUB-OBJ: ____     IRS BOX: _   OMWBE TYPE: _
      ORG INDEX: ____   ALLOC CODE: ____   BUDGET UNIT: ___        MOS: ____
         PROJECT: ____   SUB-PROJECT: _   PROJ PHASE: _        YYMM
      WORKCLASS: ___      COUNTY: ___   CITY/TOWN: ____   COST OBJ: _____
      MAJ GROUP: _   MAJ SOURCE: _   SUB-SOURCE: _____      CAFT: _
         GL ACCT: ____   SUBSID DR: _____   SUBSID CR: _____      RRW: _
         AMT:           INV DATE: _____   INV #: _____
      F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
```

EXCEPTION CODE INPUT ERROR CORRECTION SCREEN

```
=== AFRS ======= EXPANDED GENERAL ACCOUNTING TRANSACTION INPUT === C105P20Z ===
ERRORS ONLY   EB6 _ __ _ __ _ __ _ __ _ __ _ __ _ __ _ __ _ __ _
      FUNCTION: N (A=ADD, C=CHG, D=DEL, V=VIEW, N=NEXT, B=BACK, X=RESET VENDOR)
      SEQUENCE: 00001  HEADER: 141209 AA 101 0 A ......   BIEN: 15   FM: 18
      DOC DATE: 120914 CURR DOC: CURRENT   REF DOC: ____ __     DUE: 120914
      VENDOR #: SWV0044299 SFX: 00   EXCPT CODE: _   VENDOR TYPE: C    PT: EFT
      VEND NAME: COMPUTERIZED_SERVICES_INC____     TIN: 91-1692172_
         ADDR1: 1300_BOBLETT_ST_UNIT_A_PMB_253__  TAX TYPE: T
         ADDR2: _____  USE TAX: _
         ADDR3: _____      UBI: _____
      CITY/ST/ZIP: BLAINE_____ WA 98230____  US/FOR ADDR: U
      ACCOUNT #: _____      VEND MSG: _____
      AGREEMENT ID: _____   ORDER ID: _____  CFDA: _____
      TRANS CODE: 210   MOD: _   REV: _      POSTING FM: 18      AGENCY: 9990
      MSTR INDEX: _____      FUND: 001   APPN INDEX: 070   PROG INDEX: 10000
      SUB OBJECT: EA   SUB-SUB-OBJ: ____     IRS BOX: 0   OMWBE TYPE: B
      ORG INDEX: W211   ALLOC CODE: ____   BUDGET UNIT: ___        MOS: ____
         PROJECT: AAAA   SUB-PROJECT: AA   PROJ PHASE: CC        YYMM
      WORKCLASS: ___      COUNTY: ___   CITY/TOWN: ____   COST OBJ: _____
      MAJ GROUP: _   MAJ SOURCE: _   SUB-SOURCE: _____      CAFT: _
         GL ACCT: ____   SUBSID DR: _____   SUBSID CR: _____      RRW: _
         AMT: 000000000123   INV DATE: _____   INV #: INVOICENUMBER_____
      F2=REL, F3=BATCH SUMM, F4=VEND SEL, F5=IAP VEND SEL, F6=BALNC, F8=ENC AUTO
FIRST RECORD FOR BATCH DISPLAYED
```